

ACCESS TO THE EXHIBITION CENTRE FOR SETTING UP AND DISMANTLING

MAIN NEW FEATURES OF THE 2026 EDITION

TERMINAL LOCATION

As in the 2024 edition, **the Terminal will be located near Parking Lot P1**, with access from the roundabout at the end of Via Tazio Nuvolari.



Click on the icon to view the location of the entrance to the Terminal on Google Maps

In the Terminal section of this guide the routes to access the Terminal from the highway and the ring road are reported

Access to the TERMINAL area will be permitted only starting 60 minutes before the scheduled time of any service booked at BolognaFiere. Vehicles arriving earlier than this time must park at Parco Nord until they are allowed to enter the Terminal.



Click on the icon to view the location of the entrance to Parco Nord on Google Maps

ON-SITE TRAFFIC SYSTEM

A new one-way traffic system has been implemented to facilitate the flow of vehicles.

SATE OFFICES - Technical Exhibition Support Services

Operational offices will be available starting on the first day of setup for any assistance needed regarding services purchased or requested at the trade show.

PASS – TERMINAL GENERAL INFORMATION

PASS and TERMINAL systems will be active from October 12th, 2026

In order to access the Exhibition Center during setting-up and dismantling, Exhibitors and their Contractors / Suppliers must mandatorily register to both the PASS and TERMINAL services.

Registration to one of the two services does not replace or imply the registration to the other one.



The IT procedures for the PASS and TERMINAL services remain unchanged from the 2024 edition.

HALLS OPENING TIMETABLE

Hall	SETTING UP								DISMANTLING			
	TERMINAL ACTIVE 07:00 – 19:00								TERMINAL ACTIVE 07:00 – 19:00			
	Mon 02/11	Tue 03/11	Wed 04/11	Thu 05/11	Fri 06/11	Sat 07/11	Sun 08/11	Mon 09/11	Sat 14/11	Sun 15/11	Mon 16/11	Tue 17/11
11												
12												
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37												

	Hall open		Hall open for carry-on items only		Hall closed		Hall open until 21:00 for taking out carry-on items
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Please note that November 9th will not be considered a set-up day, therefore stand assembly operations (including painting, carpet laying, finishing, etc.) and arrangement of machines to be exhibited that require the use of vehicles will be strictly forbidden.



On November 14th all Halls will be open until 21:00 to allow Exhibitors to remove carry-on items only

DOCUMENTS REQUIRED TO ACCESS THE EXHIBITION CENTER DURING SETTING UP AND DISMANTLING

	PASS	TERMINAL	EXHIBITOR BADGE	PARKING PERMIT
STAFF	✓	NOT REQUIRED	✗	✗
VEHICLES	✓	✓	✗	✗

✓
REGISTRATION REQUIRED

✗
NOT USABLE

PASS

BolognaFiere's PASS service must be used for registering staff and vehicles that will access the Exhibition Center during setting up and dismantling. **Registration is mandatory** and allows to obtain the access documents that each person and each vehicle shall carry at the time of accessing the Exhibition Center



To access the Exhibition Center on November 9th it will be in any case necessary to present the PASS access documents.

Only vehicles up to three seats and trucks ≤ 35 q will be allowed to access.

1. ACCESS TO PASS

PASS can be accessed from BEFAIR, BolognaFiere's platform.

The screenshot shows the BEFAIR website. The top navigation bar includes 'HOME', 'PASS' (highlighted with a red box), 'FORMS', 'SHOP', and 'FOOD AND BEVERAGE'. The main banner features the text 'DESIGN AGRICULTURAL FUTURE' in large bold letters, followed by 'ESPOSIZIONE INTERNAZIONALE DI MACCHINE PER L'AGRICOLTURA E IL GIARDINAGGIO'. Below this, it says 'A Bologna, da martedì 10 a sabato 14 novembre 2026'. Logos for 'eima INTERNATIONAL' and 'FEDER UNACOMA' are visible. On the right, there is a stylized graphic of a tractor made of geometric shapes.

2. FIRST ACCESS TO PASS

The first time PASS is accessed, the system will ask to specify the type of stand building, choosing among four options

The screenshot shows the 'Assignment - EIMA 2024' wizard. The left sidebar contains a menu with options like '1 - Assignment', '2 - Staff Insertion', etc. The main area displays a welcome message: 'Welcome to the wizard. Initially, it is necessary to choose the type of stand present at the event. Please, click on the box showing the correct type.' Below this, there are two large buttons: 'Self-made' (light blue) and 'Pre-fitted Stand' (dark blue). The 'Self-made' button has a subtext: 'Stand set up by own staff and/or choice of fitter/supplier'. The 'Pre-fitted Stand' button has a subtext: 'A pre-equipped stand has been booked (no need to hire fitters)'.

■ Self-made

The stand will be built by the Exhibitor's own staff or by a stand fitter

■ Pre-fitted stand

The Exhibitor will avail of a REGULAR or AMERICAN type ready-made stand, booked from the Exhibition Secretariat

3. ACKNOWLEDGEMENT OF DUVRI AND PRIVACY POLICY STATEMENT

After choosing the stand type, it will be necessary to acknowledge the DUVRI (Combined Interference Risk Assessment Report)

The screenshot shows the 'Assignment - EIMA 2022' web application. On the left is a sidebar with the company logo 'MEZZADRINGENERIA S.R.L. BolognaFiere Pass' and a language selector set to 'Inglese'. Below this is a 'Management' menu with options: 1 - Assignment, 2 - Staff Insertion, 3 - Vehicles Insertion, 4 - Staff Selection, 5 - Vehicle Selection, 6 - Print Staff Pass, and 7 - Print Vehicle Pass. A 'Support' section is also present. The main content area is titled 'Espositore' and contains a yellow instruction box: 'Per approvare una pratica occorre prendere visione del DUVRI e dell'informativa relativa alla privacy oltre che confermare un elenco di dichiarazioni necessarie ad accedere in quartiere. Premere AVANTI per proseguire. / To approve a file, you need to read the DUVRI and the privacy policy and confirm a list of declarations required for access to the centre. Press NEXT to continue.' Below this is a section titled 'DUVRI' which displays a Microsoft Word document titled 'Microsoft Word - DUVRI DURANTE LA MANIFESTAZIONE.docx'. The document content is mostly obscured by a large black rectangle. At the bottom of the DUVRI section is a checkbox labeled 'I declare that I have read the DUVRI document'.

The screenshot shows the 'Assignment - EIMA 2022' web application at the 'Privacy disclaimer' step. The sidebar is identical to the previous screenshot. The main content area displays a document titled 'inline.do' with the heading 'Privacy Policy Statement' and 'Pursuant to Article 13 of Regulation (EU) No. 2016/679'. The document text is partially obscured by a large black rectangle. Below the document is a checkbox labeled 'I declare that I have read and accepted the Privacy conditions'. Underneath this are three checkboxes for company declarations: 'The company DECLARES: that the company is in possession of the technical-professional suitability for carrying out the requested activity;', 'The company DECLARES: that it will observe and ensure that the personnel who will be employed in the works covered by the contract observe the current legislation on safety at work and in particular the provisions of Legislative Decree 81/2008 and subsequent amendments;', and 'The company DECLARES: that it will verify the technical-professional suitability of any subcontracting companies or self-employed workers, in relation to the works to be outsourced or under contract, also by registering with the chamber of commerce, industry and crafts and will ask the executing companies for a declaration of the average annual workforce, broken down by qualification, as well as a declaration relating to the collective agreement stipulated by the comparatively most representative trade unions, applied to employees (see documentation attached to the DUVRI);'. At the bottom right of the main content area is a blue button labeled 'NEXT >'.

Once DUVRI and Privacy Policy Statement have been acknowledged by ticking the boxes, click on **NEXT >**. According to the stand type, the following step will be:

■ Self-made

The system will take the user directly to the staff insertion phase (see section 6)

■ Pre-fitted stand

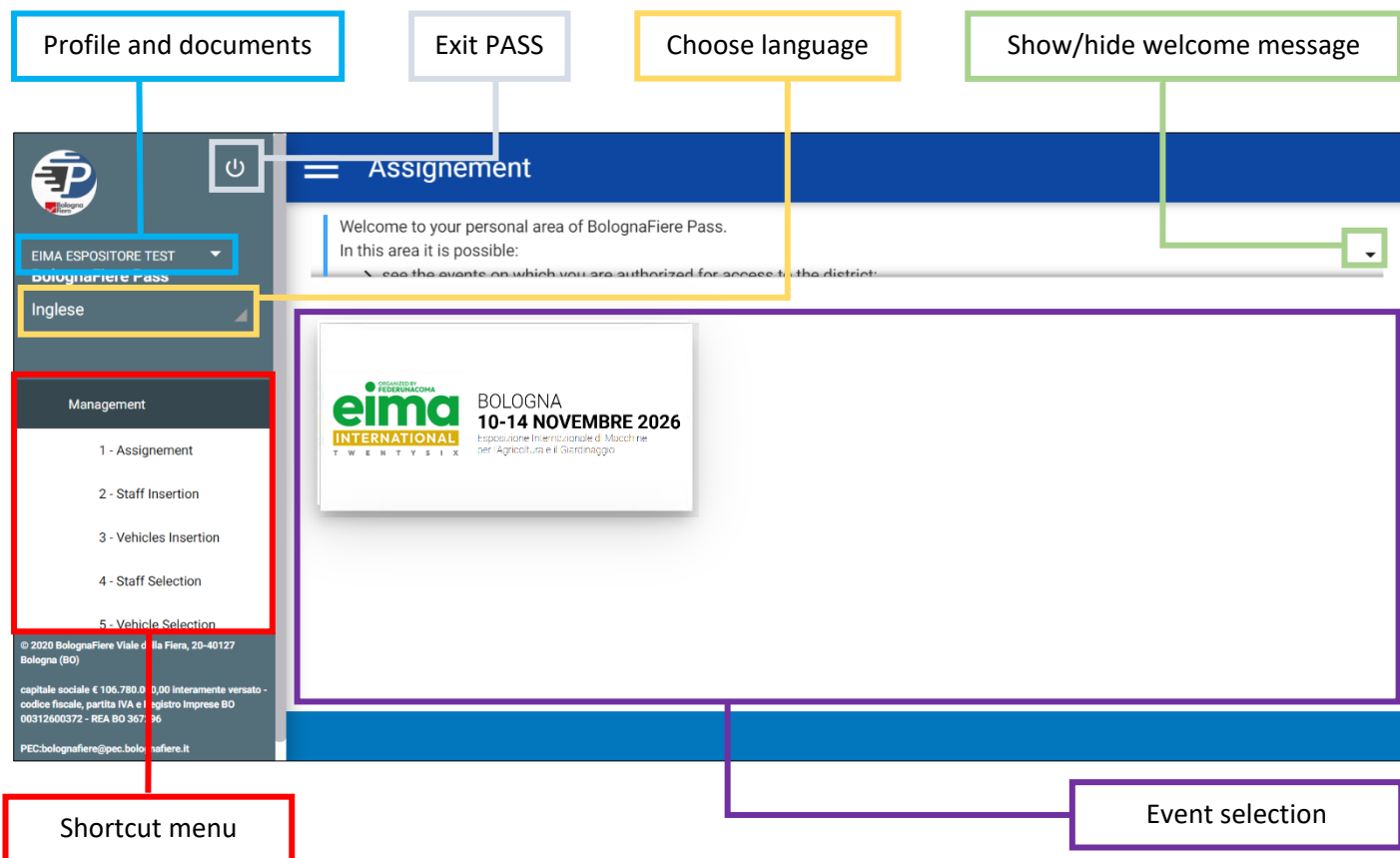
The system will take the user directly to the staff insertion phase (see section 6)



In case of **Pre-fitted stand**, the system will only ask to acknowledge the Privacy Policy Statement. It won't be necessary to acknowledge the DUVRI.

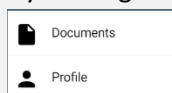
4. HOME SCREEN

Upon accessing PASS from the second time onwards, the following screen will appear



Profile and documents

By clicking here, a drop down menu will appear



Documents allows to access the PASS documents archive (DUVRI, user guide, FAQ)
Profile reports the Exhibitor's profile

Exit PASS

Closes the PASS system

Choose language

Allows to choose the language (Italian or English)

Show/hide welcome message

Shows / hide the welcome message

Shortcut menu

Allows to quickly move from one section of the PASS system to another

Event selection

Allows to select the event for which the Exhibitor wants to generate the documents

To proceed, click on the EIMA International icon



5. STAND FITTER ASSIGNMENT

Add stand fitter assignment

Assignment - EIMA 2024

Summary page of the type of set-up chosen. Press the ADD FITTER box to possibly appoint a stand builder. Press NEXT to proceed through the wizard.

Summary

EVENT: EIMA 2024
ID: 56557
TYPE: SELF MADE
STATE: APPROVED

ADD STAND-FITTER ASSIGNMENT +1
Assign a Fitter for the period of stand installation and dismantling

SUPPLIER ASSIGNMENT DURING THE EVENT +1
Assign a Supplier to access during the Event

Stand-Fitters / Suppliers

ID	Type	Stand-Fitter/Supplier	State
No result No Assignment			

BACK NEXT

In this section it is possible to assign a stand fitter, i.e. notify to PASS the Company that, on behalf of the Exhibitor, shall undertake the stand construction and dismantling.

By clicking on the **ADD STAND FITTER ASSIGNMENT** box, a menu will appear. From the menu it will be possible to select among the Companies already in the database or – should the contractor not be included in the database – create a new entry.

Search field

Assignment - EIMA 2022

Find by Business Name, VAT Number or TIN

FIND

ID	Business Name	VAT Number/TIN	State	City
☐	lorella@vivisimorrelli.it	03061900365	Italy	MEDOLLA - MODENA
☐	m.pasolini@virtuago.it	03343451203	Italy	
☐	alberto@bulzaga.it		Italy	
☐	carla.nunes@reflex.pt	PT 507917197	Portugal	
☐	restaurantvasco@hotmail.com	B12966388	Spain	
☐	mschmitt@around.de	DE 216379265	Germany	
☐	erredesignsrls@gmail.com	02654020391	Italy	
☐	amministrazione@itapro.it	IT03755691007	Italy	ROMA
☐	info@stand4u.it	IT08364280969	Italy	Trezzano Sul Naviglio
☐	magnani@freschimagnani.it	02613391206	Italy	
☐	styling_allestimenti@hotmail.com	IT01792040436	Italy	CIVITANOVA MARCHE
☐	commerciale@freccerosse.eu	IT02783071208	Italy	
☐	standfiere@gmail.com	IT02790730358	Italy	BAISO
☐	sskoczek@hardexpo.pl	PL5220101651	Poland	Ozarnow Mazowiecki
☐	SegreteriaAreaBologna@rekeep.com	IT02402671206	Italy	ZOLA PREDOSA

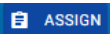
CANCEL

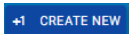
+1 CREATE NEW 2 ASSIGN

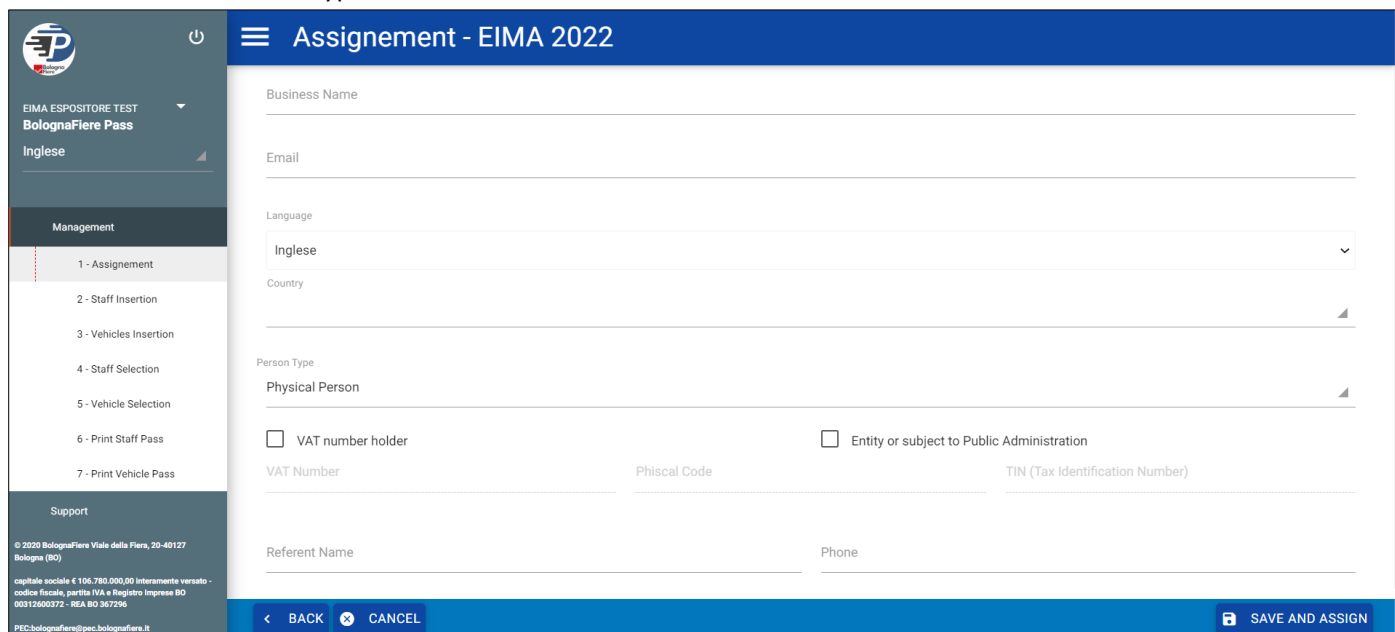
CREATE NEW and ASSIGN buttons

To search for a Company

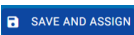
Use the  **Search field**, that allows to search by Company Name, VAT Number, Fiscal Code or TIN. After typing the data, click on  to perform the search.

If the contractor is present in the database tick the box next to the Company name and click on 

If the contractor is NOT present in the database click on  to add it. A form will open, where all the contractor's data shall be typed in.



The screenshot shows a web application interface for 'Assignment - EIMA 2022'. On the left is a sidebar with a logo and a menu. The main area contains a form with the following fields: Business Name, Email, Language (dropdown menu showing 'Inglese'), Country, Person Type (dropdown menu showing 'Physical Person'), VAT number holder (checkbox), Entity or subject to Public Administration (checkbox), VAT Number, Fiscal Code, TIN (Tax Identification Number), Referent Name, and Phone. At the bottom of the form are three buttons: '< BACK', 'X CANCEL', and 'SAVE AND ASSIGN'.

After filling all the fields, click on  to complete the assignment procedure



The selected Company will be notified by email about the assignment. The procedure will be fully completed once the Company will accept the assignment.

6. SUPPLIER ASSIGNMENT DURING THE EVENT



From this year, access for suppliers during the exhibition days will be regulated through the procedures **Supplier Assignment during the event** and **Event Terminal**

Access will only be allowed during the opening hours of the Exhibition Centre to Exhibitors (08:00 a.m. - 7:00 p.m.) to suppliers of

- stand cleaning services;
- catering services, only for the supply of foodstuffs

The assignment during the event - described below - is a necessary condition for the activation of the Event Terminal

Supplier assignment during the event

Assignment - EIMA 2024

Summary page of the type of set-up chosen. Press the ADD FITTER box to possibly appoint a stand builder. Press NEXT to proceed through the wizard.

Summary

EVENT: EIMA 2024
ID: 56557
TYPE: SELF MADE
STATE: APPROVED

ADD STAND-FITTER ASSIGNMENT +1
Assign a Fitter for the period of stand installation and dismantling

SUPPLIER ASSIGNMENT DURING THE EVENT +1
Assign a Supplier to access during the Event

Stand-Fitters / Suppliers

ID	Type	Stand-Fitter/Supplier	State
 No result No Assignment			

< 1-0 di 0 >

BACK NEXT

In this section it is possible to assign the job to a fitter, i.e. to indicate to PASS a supplier of services.



In the case of catering and cleaning services, in order to proceed with the assignment of the contract for the event, it is necessary to also assign the contract in advance for the periods before and after the fair.

By clicking on the box **SUPPLIER ASSIGNMENT DURING THE EVENT**, a menu will open, from which it will be possible to select from among the Companies already present in the PASS database or, if the fitter is not present in the list, to add an entry.

Search field

Assignment - EIMA 2022

Find by Business Name, VAT Number or TIN

FIND

ID	Business Name	VAT Number/TIN	State	City
☐	lorella@vivalmorselli.it	03061900365	Italy	MEDOLLA - MODENA
☐	m.pasolini@virtuago.it	03343451203	Italy	
☐	alberto@bulzaga.it		Italy	
☐	carla.nunes@reflex.pt	PT 507917197	Portugal	
☐	restaurantvasco@hotmail.com	B12966388	Spain	
☐	machmitt@around.de	DE 216379265	Germany	
☐	erredesignerfs.ra@gmail.com	02654020391	Italy	
☐	amministrazione@itapro.it	IT03755691007	Italy	ROMA
☐	info@stand4u.it	IT08364280969	Italy	Trezzano Sul Naviglio
☐	magnani@freschimagnani.it	02613391206	Italy	
☐	styling_allestimenti@hotmail.com	IT01792040436	Italy	CIVITANOVA MARCHE
☐	commerciale@freccerosse.eu	IT02783071208	Italy	
☐	standfiere@gmail.com	IT02790730358	Italy	BAISO
☐	sskoczek@hardexpo.pl	PL5220101651	Poland	Ozarów Mazowiecki
☐	SegreteriaAreaBologna@rekeep.com	IT02402671206	Italy	ZOLA PREDOSA

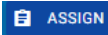
CANCEL

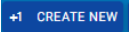
CREATE NEW ASSIGN

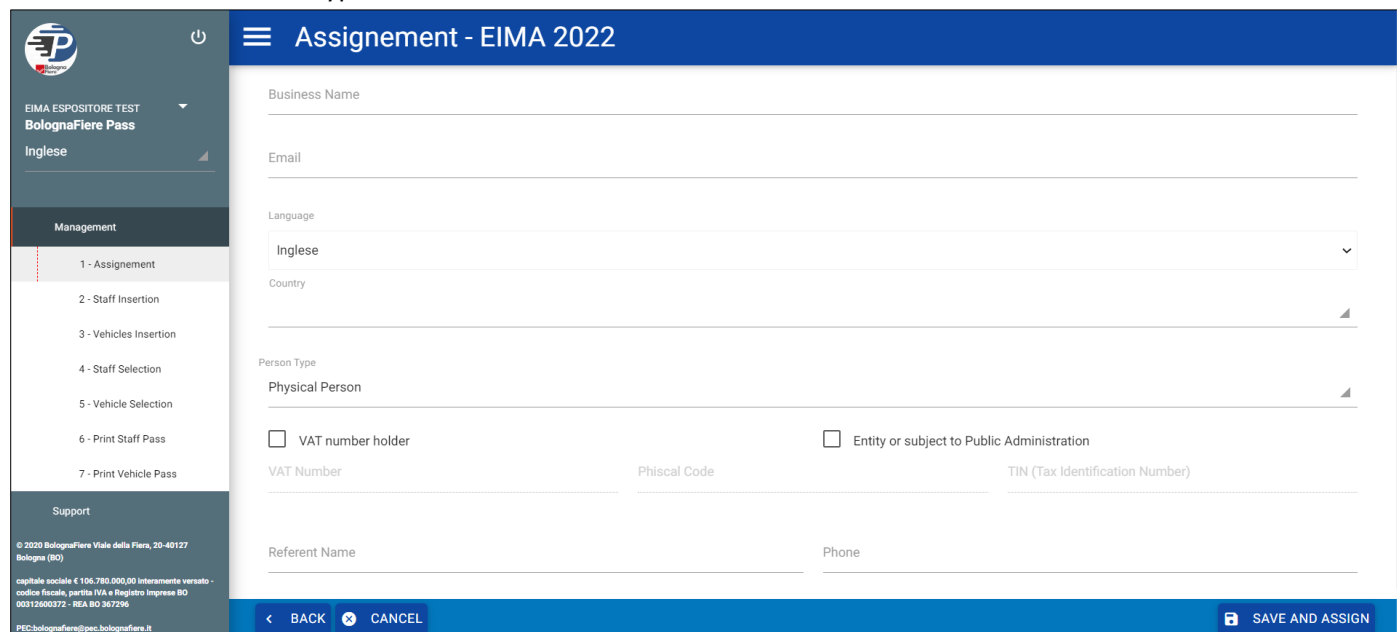
CREATE NEW and ASSIGN buttons

To search for a Company

Use the  **Search field**, that allows to search by Company Name, VAT Number, Fiscal Code or TIN. After typing the data, click on  to perform the search.

If the Company is present in the database tick the box next to the Company name and click on 

If the Company is NOT present in the database click on  to add it. A form will open, where all the contractor's data shall be typed in.



After filling all the fields, click on  to complete the assignment procedure



The selected Company will be notified by email about the assignment. The procedure will be fully completed once the Company will accept the assignment.

7. STAFF INSERTION



If the PASS system was already used in the previous edition of Eima International, the staff and vehicles registered at the time will be already available.

The screenshot shows the 'Staff Insertion' screen. On the left is a sidebar with the EIMA logo, 'EIMA ESPOSITORE TEST BolognaFiere Pass', language selection ('Inglese'), and a 'Management' menu with steps 1-5. The main area has a blue header 'Staff Insertion' and a sub-header '1-0 di 0'. Below the header is a text box: 'In this step, enter and update your staff list. Press on the pencil to modify the data or on the basket to delete the name. Press the CREATE button to add a new contact. Press NEXT to proceed through the wizard.' Below this is a table with columns: Name, Surname; Function; Address; Phone. The table is empty, and a large 'No result' message is displayed in the center. At the bottom right, the '+1 NEW' button is highlighted with a red box.

To add a staff member click on **+1 NEW**: a form (shown on the right) will appear for typing in the details of the person to be authorized.

Fill up all the fields (scroll down to view the address and telephone fields) and click on **SAVE** to complete the procedure. All fields are required.

The screenshot shows the 'Staff' form. It has a blue header 'Staff' and a sub-header 'Fill in the necessary data and press SAVE to create / update the data of each person.' Below the header are input fields for 'Name, Surname', 'Task', 'Address', and 'Phone'. At the bottom right is a 'SAVE' button.

The screenshot shows the 'Staff Insertion' screen with a list of staff members. The table has columns: Name, Surname; Function; Address; Phone. The list contains two entries: 'Mary Jones' (Sales Manager, 1, Abbey Road, 222333444555) and 'John Smith' (Marketing Manager, 1, Abbey Road, 111222333444). Each entry has edit and delete icons. At the bottom right, the '+1 NEW' button is highlighted with a red box.

For each person, it will be possible to edit (by clicking on ) or delete (by clicking on ) the entry.

Upon completion of the staff insertion, click on **NEXT** to move to the next step.

8. VEHICLES INSERTION



If the PASS system was already used in the previous edition of Eima International, the staff and vehicles registered at the time will be already available.

To add a vehicle click on **+1 NEW**: a form (shown on the right) will appear for typing in the details of the person to be authorized.

Fill up all the fields (scroll down to view further fields) and click on **SAVE** to complete the procedure. Fields marked with an asterisk are required.

For each vehicle, it will be possible to edit (by clicking on) or delete (by clicking on) the entry.

Upon completion of the vehicles insertion, click on **NEXT >** to move to the next step.

9. STAFF SELECTION



EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

- 1 - Assignement
- 2 - Staff Insertion
- 3 - Vehicles Insertion
- 4 - Staff Selection**
- 5 - Vehicle Selection

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PEC: bolognafiere@pec.bolognafiere.it

Staff Selection

In this step you select for which people among your staff to enable the pass for entry, by activating the relative selector. Press NEXT to proceed through the wizard.

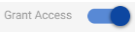
Find ×

ACTIVATED: 0 ON A MAXIMUM OF: Unlimited

 **John Smith** - Marketing Manager Grant Access ☐

 **Mary Jones** - Sales Manager Grant Access ☐

< BACK NEXT >

To activate the entry pass, click on the switch next to the person's name . The switch will move to the right and turn blue .



By clicking again on the switch, the PASS will be deactivated and the person will not be granted access to the Exhibition Center

Upon completion of this phase, click on NEXT > to move to the next step.

10. VEHICLE SELECTION



EIMA ESPOSITORE TEST
BolognaFiere Pass

Inglese

Management

- 1 - Assignement
- 2 - Staff Insertion
- 3 - Vehicles Insertion
- 4 - Staff Selection
- 5 - Vehicle Selection**

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Vehicle Selection

In this step, you select which vehicles enable for entry, by activating the relative selector. It is also possible, if necessary, to enable the vehicles for loading / unloading during the event, by activating the relative selector. Press NEXT to proceed through the wizard.

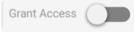
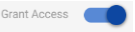
Find ×

ACTIVATED: 0 ON A MAXIMUM OF: Unlimited

 **AA111AA** - FIAT FIORINO Grant Access ☐

 **BB222BB** - LANCIA YPSILON Grant Access ☐

< BACK NEXT >

To activate the entry pass, click on the switch next to the vehicle . The switch will move to the right and turn blue .



By clicking again on the switch, the PASS will be deactivated and the VEHICLE will not be granted access to the Exhibition Center

Upon completion of this phase, click on [NEXT >](#) to move to the next step.

11. PRINT STAFF PASS

Print Staff Pass < 1-1 di 1 >

In this step, you print the personal passes activated in the previous steps. You can print them individually by clicking on the printer present on the name, or all together by clicking on the PRINT ALL button. Press NEXT to proceed through the wizard.

Name Surname	Function
John Smith	Marketing Manager

< BACK PRINT ALL NEXT >

From this page it is possible to print the access documents for the staff.

Click on the icon to print the single document. Click on [PRINT ALL](#) to print the documents of all the people in the list.

Upon completion of this phase, click on [NEXT >](#) to move to the next step.

12. PRINT VEHICLE PASS

Print Vehicle Pass < 1-1 di 1 >

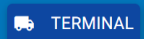
In this last step, you print the vehicle passes activated in the previous steps. You can print them individually by clicking on the printer on the row of vehicle, or all together by clicking on the PRINT ALL button. If TERMINAL is activated for the event, you can access TERMINAL by clicking on the TERMINAL item present for each row of vehicle, or on the TERMINAL button in the lower bar.

Plate	Brand	Model
AA111AA	FIAT	FIORINO

< BACK TERMINAL PRINT ALL

From this page it is possible to print the access documents for the vehicles.

Click on the  icon to print the single document. Click on  to print the documents of all the vehicles in the list.

Click on  to access TERMINAL, the system that regulates access to the Exhibition Center with vehicles during setting up and dismantling.

The PASS system is managed directly by BolognaFiere.

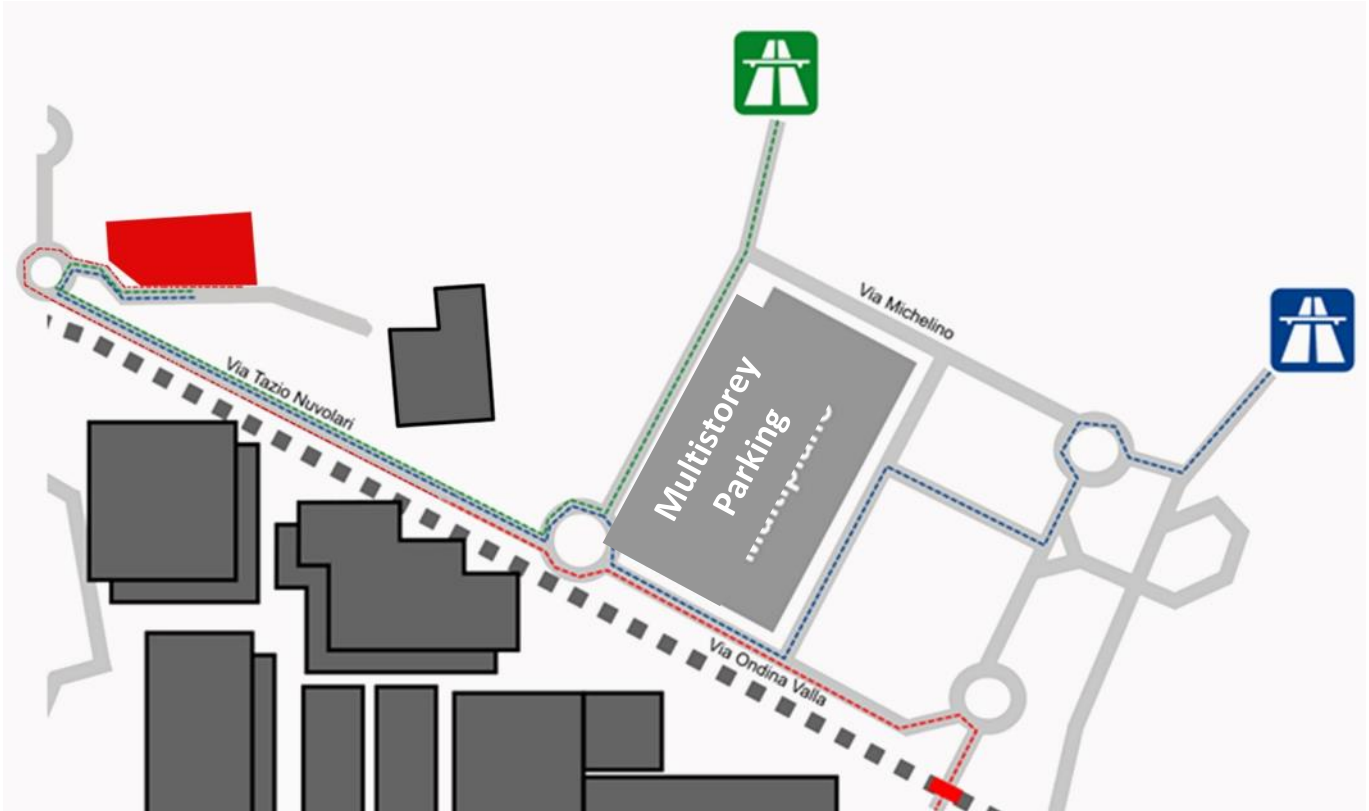
For further information please contact

+39 051 282403

pass@bolognafiere.it

TERMINAL

HOW TO REACH THE TERMINAL



Highway exit Bologna Fiera



"Tangenziale" exit



Route from highway to Terminal



Route from "Tangenziale" to Terminal



Route from Terminal to Michelino Gate

ALLOWED DWELL TIME AND SECURITY DEPOSIT

Vehicle type	Maximum dwell time	Security deposit
Car	60 minutes	EUR 300.00
Truck ≤ 35 q	90 minutes	EUR 300.00
Truck > 35 q	240 minutes	EUR 200.00

ACCESS TO THE SERVICE

To access the TERMINAL system, click on the  button in the PRINT VEHICLE PASS section of the PASS SYSTEM. This applies both to Exhibitors and their Suppliers



To access the Exhibition Center with a vehicle on November 9th it will be in any case necessary to present the TERMINAL access documents.
Only vehicles up to three seats and trucks ≤ 35 q will be allowed to access.

TERMINAL: USER MANUAL

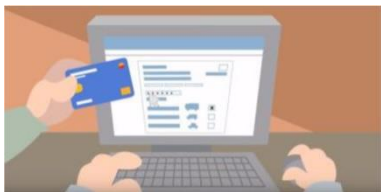
1



Starting from the October 10th, 2024, the Company will be able to book the access to the Terminal. In order to avoid any problem, it is strongly recommended to make the booking at least 15 days before the scheduled date of arrival to the Exhibition Center.

No amount will be required for the booking. With the booking only, it won't be possible to print the PASS.

2



Starting from 24 hours before the scheduled date of arrival to the Exhibition Center, it will be possible to pay by credit card the security deposit. The system will send a reminder email to the address indicated during the registration.



Attention: at the time of the registration, the system will block the entire amount of the deposit. Verify the available credit card plafond.

3



Once the payment will be processed, it will be possible to print the pass terminal, to be given to the driver of the vehicle, who will access the Exhibition Center.

The document must be presented to the staff in the Terminal area, either as a printout or from a phone / tablet.

4



Drivers reaching the Terminal without the PASS will be directed to the Drivers Support Center.



Attention: Issuing of the documents at the Terminal will be subject to an additional processing fee.

5



At the time of entering the Exhibition Center, the staff will give the driver a slip, reporting the entry time and the maximum dwell time.

6



If a Company does not exceed the maximum dwell time, the security deposit will be refunded.

7



Upon exiting, the driver must stop at the barrier (even if it is open) to hand over the pass and receipt to the staff, who will verify the length of stay and issue a receipt indicating the exit time and the time spent on the premises.



Make sure that the slip is checked even if the dwelling time is not exceeded, otherwise the security deposit might be withheld. Any complaint must be put forward within 12 hours from the end of the service.

8



If the vehicle exits **within** the maximum dwell time, the system will automatically release the security deposit within 5 working days.

If the vehicle exits **beyond** the maximum dwell time, the amount paid as security deposit will be withheld and invoiced.

Terminal Procedures for Halls 11 and 12

Access to the Halls 11 and 12 area for setting up and dismantling will still be subject to the Terminal procedure, with the same time limits and the same security deposit amounts depending on the vehicle. From the Terminal, it will be possible to access the setup/teardown area directly, following the instructions provided by on-site staff.



If a carrier needs to make deliveries during the same trip to both Halls 11 and 12 and to the other halls, two separate access reservations will be required.

Oversize load trucks

For information on the access of oversize load trucks – for which the Terminal procedure will not apply - to the Exhibition Center please contact BolognaFiere's PASS: Tel. +39 051 282403 - e-mail pass@bolognafiere.it

Handling service at the Terminal

A handling service is available for downloading the material at the Terminal and have it delivered to the stand. For costs, terms and conditions please contact BolognaFiere's Sales Office: e-mail vendite@bolognafiere.it



This service must be used for deliveries via non-dedicated couriers (DHL, UPS, etc.)

A ramp for downloading the machinery will be available at the Terminal.

Parking at the Terminal

Parking inside the Terminal will be free for vehicles that will not access the Exhibition Center and/or will download the goods inside the Terminal.

For further information and assistance please contact:

terminal@cfpbo.it

+39 3408191442

+39 3371107584

from 12/10 to 17/11

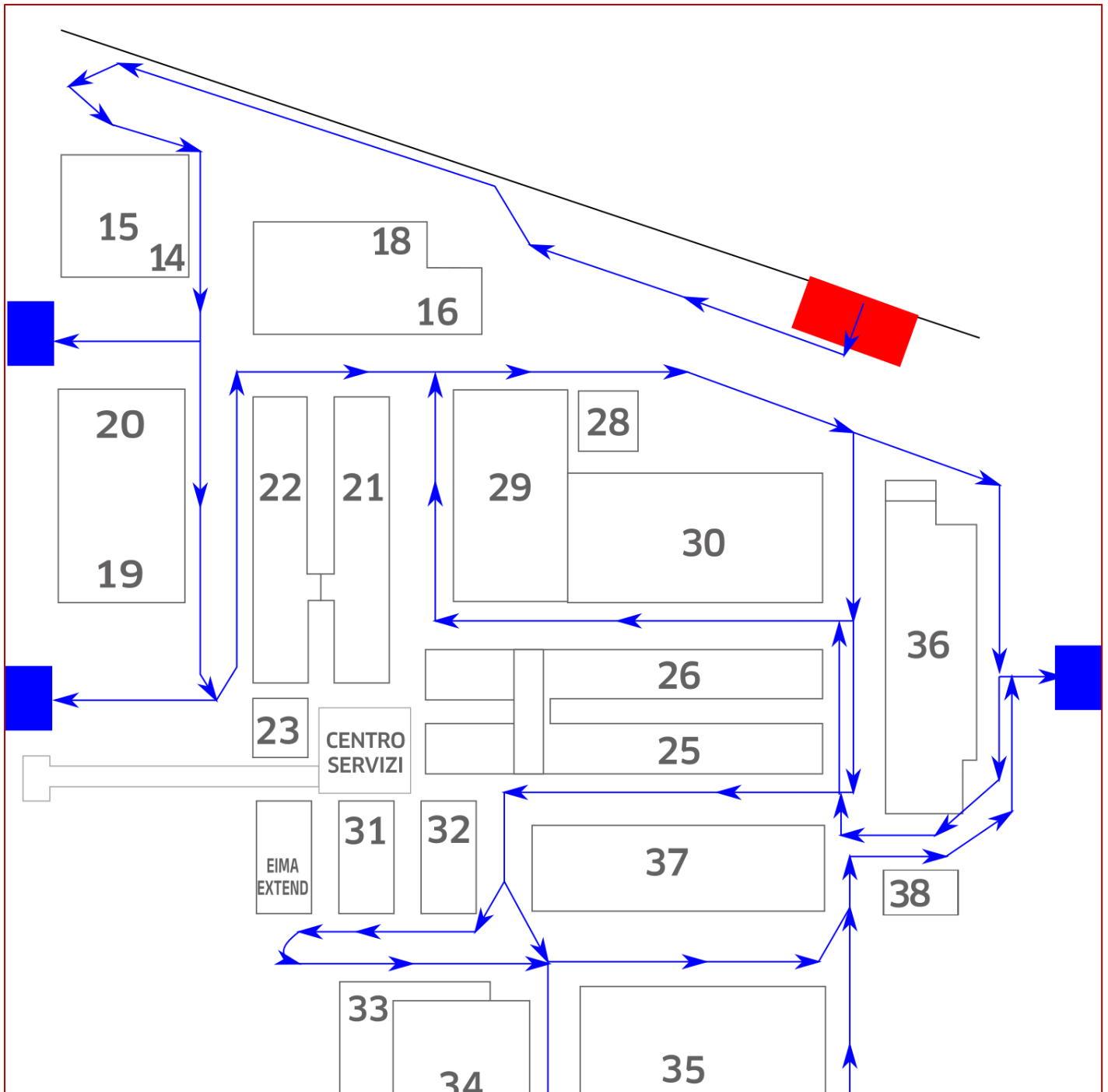
Monday to Friday

from 09.00 to 13.00 and from 14.00 to 18.00

ON-SITE TRAFFIC SYSTEM

Starting this year, vehicle traffic will be regulated by a one-way system, as shown in the map below.

BolognaFiere staff on site at the exhibition grounds will be available to provide all necessary directions and assistance to help ensure compliance with the new traffic regulations.



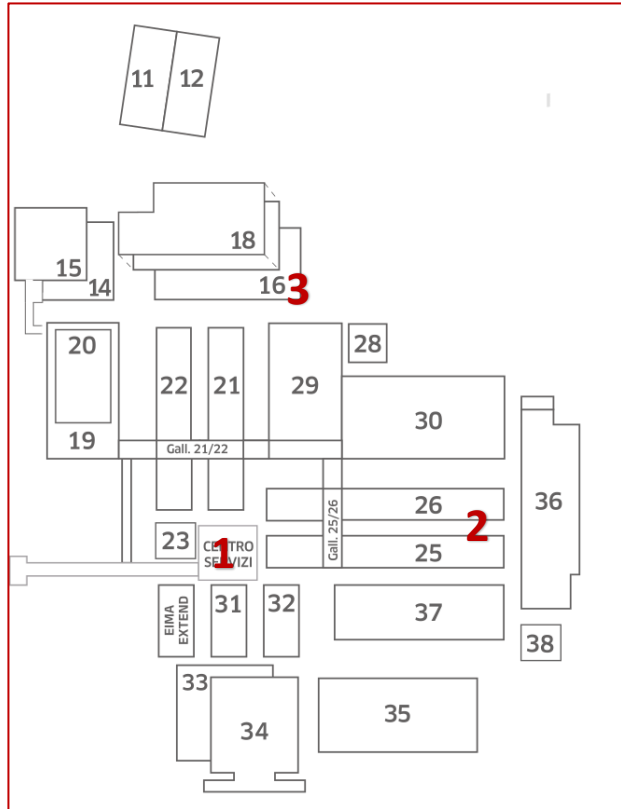
■ Via Michelino entrance gate

■ Exit gates

SATE OFFICES - Technical Exhibition Support Services

Any SATE office can provide information about the services booked through the BeFair portal or make last-minute service reservations, both during setup and teardown and during the event.

At the SATE offices, exhibitors and contractors can request the electrical connection from the stand's electrical panel to the power outlet.



	Setting up From 02/11 to 09/11	Event From 10/11 to 14/11	Dismantling From 15/11 to 17/11
SATE 1 Service center (ground floor)	Mon - Fri 08:00 – 17:00 Sat – Sun 08:00 – 17:00	Mon - Fri 08:30 – 12:00 Sat 08:00 – 17:00	Mon - Fri 08:00 – 17:00 Sun 08:00 – 17:00
SATE 2 Halls 25/26	Mon - Fri 08:00 – 17:00 Sat – Sun Closed	Closed	Closed
SATE 3 Outside Hall 16	Mon – Fri 08:00 – 17:00 Sat – Sun 08:00 – 17:00	Closed	Mon - Fri 08:00 – 17:00 Sun 08:00 – 17:00

VEHICLE ACCESS TO THE EXHIBITION CENTER ON EVENT DAYS

EXHIBITOR ACCESS

In consideration of the outdoor area, Exhibitors' vehicles will not be allowed access on exhibition days.

Exhibitors who need to bring materials of any kind into the Exhibition Centre may use **the free parcel collection and delivery service to the stand**, available in each Exhibitor Parking Area from 7.00 to 10.00 a.m.

SUPPLIER ACCESS



Only cars, vehicles up to three seats and trucks ≤ 35 q will be allowed to access.

Access for suppliers during the exhibition days will only be allowed during opening hours for Exhibitors (07:30 a.m. - 7:00 p.m.) **for 60 minutes and against a € 300.00 security deposit** only for

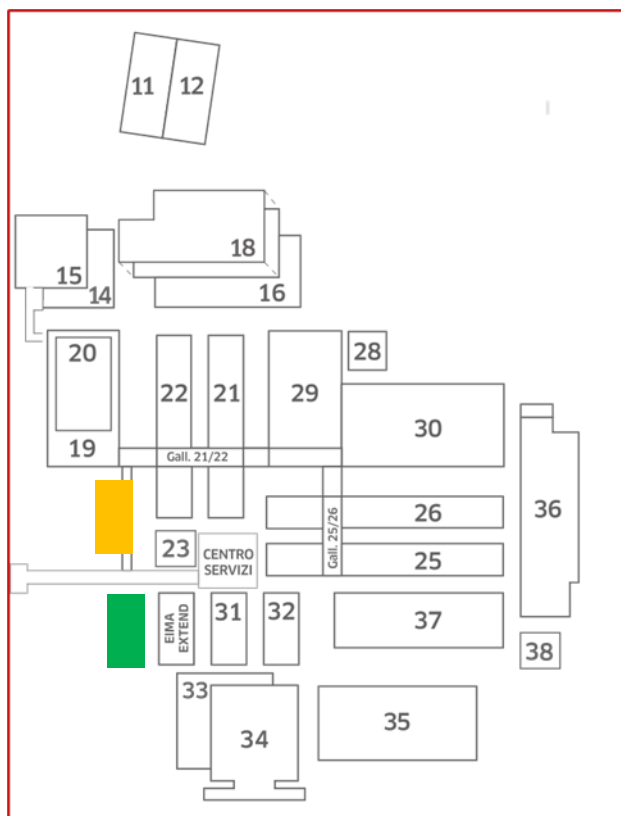
- stand cleaning services;
- catering services, for food supply only

through the procedures of **Exhibition Assignment** and **Exhibition Terminal**, as detailed below

1. The Exhibitor shall register its supplier on the PASS system (see point 6 of the PASS section of this guide);
2. After receiving confirmation of assignment, the supplier shall register its staff and vehicles on the portal in the same way as described for exhibitors (see points 9 and 10 of the PASS section);
3. **Once the printing of access passes has been completed (see points 11 and 12 of the PASS section), it will be possible to access the portal, from which, using the same procedures described in the 'Terminal: user manual' section, it will be possible to register the vehicle for access to the exhibition centre**

HALLS 20 and 35 - SPECIAL PROVISIONS

In light of the schedule set for dismantling the exhibits in Halls 20 and 35, which **must be completed by 7:00 p.m. on Monday, November 16, 2026:**



Dismantling operations may begin as early as Saturday evening, November 14, starting at 7:30 p.m.

On both November 14 and 15, operations may continue beyond normal hours, with no time limits and at no additional cost to the exhibitor and/or its suppliers.

Companies wishing to continue dismantling work during nighttime hours (7:00 p.m. – 7:00 a.m.) must notify ema@federunacoma.it and UfficioUP@wydex.it.

The floor plan shown here identifies two areas available to exhibitors in these two pavilions for the temporary storage of machinery, equipment, or other materials

■ Storage area Hall 20

■ Storage area Hall 35

Additional handling equipment, provided by BolognaFiere, will be available to support the dismantling operations.



To rent forklifts or other material-handling equipment outside the exhibition halls' opening hours (7:00 a.m. – 7:00 p.m.), please send an email to vendite@bolognafiere.it